

## Job Description: School Nurse

**Post Title:** School Nurse

**Responsible to:** Assistant Headteacher (Pastoral / Safeguarding)

**Salary grade & hours:** Band E

**Job Purpose** To provide medical support, emergency care and treatment to all members of the School community. To assess the health needs of pupils, plan and implement care, maintain health records and all health and well-being related policies. To provide advice and training to staff and pupils on a range of subjects, including First Aid

### Key Areas of Responsibility - Brief Outline

#### Key Responsibilities:

- Assuming responsibility for and ensuring that proper provision is made for any pupil in the school who feels unwell. This will include the appropriate medical assessment of the situation and treatment as necessary, in a triage role, including contact with parents/guardians and teaching staff. The Nurse will be responsible for the supervision of the pupil until the parents can attend.
- Dispensing and administering as needed all prescribed medicines brought into school as authorised by parents and in line with school policy
- Administering 'over the counter' medication as required and according to school policy
- Specific Conditions: keeping up to date in the management and care of children with chronic conditions including asthma, diabetes, life threatening allergies, etc
- Update the Life-Threatening Booklet at the start of the academic year and make it available electronically to all staff. Ensure all updates on medical conditions is reflected in the booklet.
- Dealing with day to day incidents and pupil and staff accidents and administering First Aid, including providing treatment for minor injuries
- Ensure all accidents are investigated and reports are completed and logged in a timely manner. Ensure the Accident Register is maintained
- Assessing the extent of more serious injuries and organising provision of medical treatment, including liaising with parents regarding referral to the Accident and Emergency unit if necessary
- Providing a place of safety for both pupils and staff with emotional or mental health concerns where they can be listened to, advised and referred onwards for more appropriate help
- Contributing to the school's general programmes of health education across the year groups and advising pupils and staff accordingly, including:
- Educating staff regarding medical conditions, first aid, infection control etc

- Ensure proper implementation and awareness of individual pupil Care Plans, including allergies, asthma, diabetes, epilepsy and other significant conditions
- Ensure Care Plans are updated at least annually by liaising with parents/carers and/or other agencies
- Review medical questionnaires of all new pupils – liaise with the pupil, parents or staff as appropriate regarding any concerns
- Ensure SIMS is updated with details of all students with medical needs and generate reports in SIMS when Organise the implementation of the school vaccination programme by liaising with the Vaccination Nursing Team
- Agree and manage the medical budget
- Monitor and replenish first aid stock and any other necessary equipment throughout the School
- Support staff who accompany pupils on day and residential trips by providing general and specific first aid supplies and advice
- Ensure relevant medication and student's Care Plans are prepared for day trips and where required, for residential trips
- Maintain medical equipment and ensure there is an adequate stock of individual student's medication and medical supplies, ensuring safe storage and administration of agreed medication
- Maintain adequate written and computer records, including all visits and treatment given to pupils, on the school database
- Maintain the First Aid room, ensuring that it is tidy and clean at all times
- Attend meetings and training courses as required to update knowledge and skills in line with modern professional practice
- To be familiar with and follow the school's policies, and compile and maintain all relevant health-related policies, booklets and information sheets
- Update relevant school policies with regards to First Aid as required.

#### In General

- Adhering to all school policies & procedures.
- Taking part in the performance management process operated by the school.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out other duties.

All jobs are subject to change and this job description to be reviewed annually or at any other mutually convenient time

**Signed:** \_\_\_\_\_ **Tom Beveridge, Headteacher**

**Signed:** \_\_\_\_\_ **School Nurse**

**Date:** \_\_\_\_\_